



JOINT FORCE HEADQUARTERS WISCONSIN

**WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111**

Job Opportunity

Number 04-084

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 7 July 2004	CLOSING DATE: 21 July 2004
POSITION: Military Pay Specialist , Position Description Control Number 70270000, GS-0545-5/6	LOCATION: USPFO for WI, Camp Douglas, WI
SALARY RANGE: GS-6, \$29,761 to \$38,694 annually GS-5, \$26,699 to \$34,714 annually	TYPE OF APPOINTMENT: Excepted

Also on our web site at: <http://dma.wi.gov/tech.asp>

Must be a U.S. citizen. Employees will be requested to participate in direct deposit/electronic fund transfer (DD/EFT):

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants must be able to obtain a security clearance.

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

(Incomplete applications will not be accepted)

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for if any)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? **For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) that you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.**
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- ? Separate applications are required if applying for more than one Job Opportunity Announcement.
- ? Applicants should also submit DMA Form 181 or Standard Form 181.
- ? Applicants may submit DMA Form 20 and/or 21 to document military/civilian schools and address KSAs.

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In order to be found qualified, applicants need to be able to show how they possess the General and Specialized experience requirements. Failure to demonstrate these experience requirements may result in disqualification. AFSC/MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. 2. Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. 3. Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. 4. DD Form(s) 214 (if applicable) should be attached to the application. 5. Veterans preference does not apply to positions in this agency.

Information should be sent to **The Adjutant General, Wisconsin, ATTN: WIJS-J1, PO Box 8111, Madison, WI 53708-8111; for registered or priority mail please send to the attention of The Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *Applications must be mailed at the applicant's own expense. When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Any questions may be directed to the Personnel Staffing Technician at (608) 242-3722 or DSN 724-3722, or FAX (608) 242-3726 or DSN 724-3726.*

REQUIRED QUALIFICATIONS

MILITARY MEMBERSHIP REQUIREMENTS: This position can only be occupied by an enlisted person or person eligible for enlistment in the Wisconsin Army National Guard. Must be a U.S. citizen. **Military Grade:** Grade currently held.. Compatible is CMF 71 or MOS 42A, 42F, 42L, 44C, 92A or 92Y. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. **Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):**

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Administrative or clerical experience education or training which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information. **Specialized Experience:** Must have **GS-6:** Nine (9) months, **GS-5:** Six (6) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of military pay regulations and procedures.
- b. Ability to compute pay actions.
- c. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.
- d. Ability to explain and interpret regulations.
- e. Ability to make record searches and determines corrective actions.
- f. Ability to meet deadlines and work under pressure.
- g. Ability to make difficult interpretations of established guidelines to process pay inquiries.

Substitution of Education for Specialized Experience: High School graduate or the equivalent may be substituted for 3 months of specialized experience. Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above, and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Brief Description of Duties and Responsibilities: This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of this position is to determine entitlements and process military/technician pay. The incumbent provides assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Comptroller, Human Resources Office (HRO), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), supported Army National Guard (ARNG) units and civilian employees. Incumbent serves as an expert working the more complex issues with limited guidance. Exercise responsibility for prioritizing

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and processing the full range of military pay entitlement of ARNG personnel. Makes a standard and non-standard payroll submission. Utilizes military pay and personnel systems to troubleshoot errors and identify system deficiencies or coding problems. Initiates corrective action on errors found. Performs research and audits of member's accounts, researching pay histories from several months to years. Establishes debt collection procedures in conjunction with disciplinary actions, over payments and other indebtedness.

Benefits Available: The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, and 10 paid Holidays.

DISTRIBUTION: E,S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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